FAS Checklist for Planning the FEHB Open Season

May - June

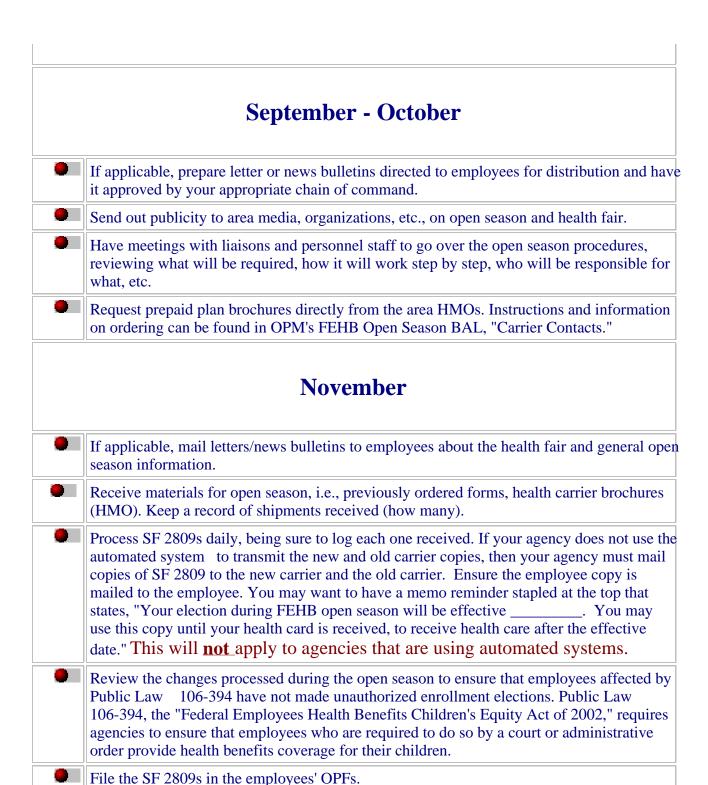
- Air Force, Navy, Army Headquarters' points of contact (POC) and POC's for 4th Estate direct distribution—sites should analyze serviced strength for information on overall population, visually impaired, TCC brochures—needed, etc. If your agency would like to purchase additional copies of the FEHB Guides RI 70-1 or RI 70-8,—you may do so by submitting a Military Intergovernmental Purchase Request MIPR). For information on purchasing additional copies, please contact Pamela Sargent, FAS.
- Determine supplies on hand, SF 2809's, notebook binders for plans, etc. You must order the SF 2809 from General Services Administration (GSA) supply centers or GSA Customer Service Centers. Contact your purchasing or acquisition office for your agency procedures. Suggestion: Since the TSP open season is right around the corner, "Do you need a supply of TSP-1s and TSP-3s?

This will **not** apply to agencies that are using automated systems.

Contact major serviced organizations for a point of contact to serve as the FEHB liaison.

July - August

- Contact all FEHB carriers servicing your area to get a name, address, and phone/fax numbers for the carriers. At this time you can survey interest in participating in a health fair and their requirements.
- Determine how you will publicize the open season--personal letter, posters, newspaper articles, etc. Gather materials from previous open seasons to determine what worked and what did not.
- Make a decision on having a health fair. Where will it be? Dates (mid-November)? Parking? Security? Make necessary reservations. Send out invitations to carriers servicing areas for your employees to participate as well as other "health experts" for the fair. Ensure that you provide a date to respond.
- Order cassette tapes directly from the open fee-for-service plans. Information for ordering can be found in OPM's FEHB Open Season Benefits Administration Letter (BAL), "Ordering and Distribution of Material."



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